



THE COMMONWEALTH OF MASSACHUSETTS

TRAVEL EXPENSE VOUCHER
DIVISION NAME
ACCOUNT: 0000-0000

{FOR BU's: 1, 2, 3, 4A, 6 and 9 ONLY}

NAME OF EMPLOYEE	
OFFICIAL HEADQUARTERS	
BARGAINING UNIT	
DATE	DESCRIPTION
	Itemize by day and explain fully, including cities and towns visited. When listing privately-owned car mileage, report under "Purpose" the names, if any, of all other employees transported, together with the city or town and addresses between which they are transported.
TOTALS	
TOTALS BY OBJECT CODE \$	
IN-STATE TRAVEL	
CONFERENCE, TRAINING AND REGISTRATION	
EXIGENT JOB-RELATED EXPENSES	
OUT OF STATE TRAVEL - OTHER	

DEPARTMENT OF PUBLIC HEALTH

ACCOUNTING USE ONLY

LOGGED INTO ERTS:

DOCUMENT REVIEWED:

ACCOUNT REVIEWED:

ENTERED INTO HR/CMS:

FINAL REVIEW:

LOGGED OUT ERTS:

		EMPLOYEE ID#					
		HOME ADDRESS					
CONSULTANT: Y		REGULAR WORK HOURS					
N		M	T	W	TH	F	
PRIVATE Auto Mileage		Odometer Reading			MEALS		
Miles	Amount	Beginning/Ending			Breakfast	Lunch	Supper
-	-	-	-	-	-	-	
-	-	-	-	-	-	-	
-	-	-	-	-	-	-	
-	-	-	-	-	-	-	
-	-	-	-	-	-	-	
-	-	-	-	-	-	-	
-	-	-	-	-	-	-	
-	-	-	-	-	-	-	
-	-	-	-	-	-	-	
-	-	-	-	-	-	-	
-	-	-	-	-	-	-	
-	-	-	-	-	-	-	
-	-	-	-	-	-	-	
-	-	-	-	-	-	-	
-	-	-	-	-	-	-	
-	-	-	-	-	-	-	
-	-	-	-	-	-	-	
-	-	-	-	-	-	-	
-	-	-	-	-	-	-	
-	-	-	-	-	-	-	
-	-	-	-	-	-	-	
-	-	-	-	-	-	-	
-	-	-	-	-	-	-	
-	\$ -	-	-	-	\$ -	\$ -	

Please fill out for each Object code

OBJECT CODE

B02	\$
B05	
B10	
B01	\$

INITIALS

DATE

OUT OF STATE TRAVEL - AIRFARE
OUT OF STATE TRAVEL - HOTEL/LODGING
TRAVEL AND OTHER EXPENSES FOR CONTRACTED SERVICES
TOTAL AMOUNT

Signed _____

TRAVELER

I hereby certify under penalty of perjury that the above amounts as itemized are true and correct, were incurred by me during necessary travel in the service of the Commonwealth, and conform fully with the Travel Rules and Regulations.

Signed _____

SUPERVISOR

BB1	\$	-
B1B	\$	-
C98	\$	-

APPROVING AUTHORITY SIGNATURE

DATE

Cell: B6
Comment: ENTER
DIVISION NAME

Cell: B7
Comment: ENTER
ACCOUNT NO

Cell: A23
Comment: PLEASE ENTER DATE

Cell: B23
Comment: THIS IS A MANADATORY FIELD!!!!

PLEASE ENTER A DESCRIPTION

Cell: A24
Comment: PLEASE ENTER DATE

Cell: B24
Comment: THIS IS A MANADATORY FIELD!!!!

PLEASE ENTER A DESCRIPTION

Cell: A25
Comment: PLEASE ENTER DATE

Cell: B25
Comment: THIS IS A MANADATORY FIELD!!!!

PLEASE ENTER A DESCRIPTION

Cell: A26
Comment: PLEASE ENTER DATE

Cell: B26
Comment: THIS IS A MANADATORY FIELD!!!!

PLEASE ENTER A DESCRIPTION

Cell: A27
Comment: PLEASE ENTER DATE

Cell: B27
Comment: THIS IS A MANADATORY FIELD!!!!

PLEASE ENTER A DESCRIPTION

Cell: A28
Comment: PLEASE ENTER DATE

Cell: B28

Comment: THIS IS A MANADATORY FIELD!!!!

PLEASE ENTER A DESCRIPTION

Cell: A29

Comment: PLEASE ENTER DATE

Cell: B29

Comment: THIS IS A MANADATORY FIELD!!!!

PLEASE ENTER A DESCRIPTION

Cell: A30

Comment: PLEASE ENTER DATE

Cell: B30

Comment: THIS IS A MANADATORY FIELD!!!!

PLEASE ENTER A DESCRIPTION

Cell: A31

Comment: PLEASE ENTER DATE

Cell: B31

Comment: THIS IS A MANADATORY FIELD!!!!

PLEASE ENTER A DESCRIPTION

Cell: A32

Comment: PLEASE ENTER DATE

Cell: B32

Comment: THIS IS A MANADATORY FIELD!!!!

PLEASE ENTER A DESCRIPTION

Cell: A33

Comment: PLEASE ENTER DATE

Cell: B33

Comment: THIS IS A MANADATORY FIELD!!!!

PLEASE ENTER A DESCRIPTION

Cell: A34

Comment: PLEASE ENTER DATE

Cell: B34

Comment: THIS IS A MANADATORY FIELD!!!!

PLEASE ENTER A DESCRIPTION

Farak_email_PRR_002058

Cell: A35

Comment: PLEASE ENTER DATE

Cell: B35

Comment: THIS IS A MANADATORY FIELD!!!!

PLEASE ENTER A DESCRIPTION

Cell: A36

Comment: PLEASE ENTER DATE

Cell: B36

Comment: THIS IS A MANADATORY FIELD!!!!

PLEASE ENTER A DESCRIPTION

Cell: A37

Comment: PLEASE ENTER DATE

Cell: B37

Comment: THIS IS A MANADATORY FIELD!!!!

PLEASE ENTER A DESCRIPTION

Cell: A38

Comment: PLEASE ENTER DATE

Cell: B38

Comment: THIS IS A MANADATORY FIELD!!!!

PLEASE ENTER A DESCRIPTION

Cell: A39

Comment: PLEASE ENTER DATE

Cell: B39

Comment: THIS IS A MANADATORY FIELD!!!!

PLEASE ENTER A DESCRIPTION

Cell: A40

Comment: PLEASE ENTER DATE

Cell: B40

Comment: THIS IS A MANADATORY FIELD!!!!

PLEASE ENTER A DESCRIPTION

Cell: A41

Comment: PLEASE ENTER DATE

Farak_email_PRR_002059

Cell: B41

Comment: THIS IS A MANADATORY FIELD!!!!

PLEASE ENTER A DESCRIPTION

Cell: A42

Comment: PLEASE ENTER DATE

Cell: B42

Comment: THIS IS A MANADATORY FIELD!!!!

PLEASE ENTER A DESCRIPTION

Cell: A43

Comment: PLEASE ENTER DATE

Cell: B43

Comment: THIS IS A MANADATORY FIELD!!!!

PLEASE ENTER A DESCRIPTION

Cell: A44

Comment: PLEASE ENTER DATE

Cell: B44

Comment: THIS IS A MANADATORY FIELD!!!!

PLEASE ENTER A DESCRIPTION

Cell: A45

Comment: PLEASE ENTER DATE

Cell: B45

Comment: THIS IS A MANADATORY FIELD!!!!

PLEASE ENTER A DESCRIPTION

Cell: A46

Comment: PLEASE ENTER DATE

Cell: B46

Comment: THIS IS A MANADATORY FIELD!!!!

PLEASE ENTER A DESCRIPTION